

U.S. Department of the Interior – Office of the Secretary

Event Proposal Information Form

***Please complete this form and send to scheduling@ios.doi.gov; If you have any questions you may contact the Scheduling office at 202-208-7551**

Specific Request to the Secretary: Speak to The Heritage Foundation internship class

Title of the Event:

Date of Event: Whenever the Secretary is available before April 20th, 2018.

Location: The Heritage Foundation or Department of Interior

Point of Contact(s): Helena R. Richardson, Helena.Richardson@heritage.org; 202.608.6032

Briefly describe the event in detail, and the desired outcome of the Secretary's participation (is this an annual event or part of a breakout session):

Who is the event sponsors: n/a

Who is the event host: n/a

Audience (expected attendance and makeup of the attendees): 57 interns from 43 universities, and two staff members from the Young Leaders Program at Heritage.

How is this event being advertised (i.e. is it open to the public, members only, etc.)? n/a

VIPs invited:n/a

VIPs confirmed:n/a

Remarks (if applicable)

Desired length of time for remarks:

15-30 minutes with time for Q&A

Are there any specific issues you would like the Secretary to highlight/address in his remarks?

Advice for young conservatives and experience being the Secretary of Interior.

What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, a panel, etc)? Whatever he would like.

Communications

Is the event open or closed to press? Closed.

If open to press, are you expecting local, trade, state, or national news coverage? If this is an annual event, which news outlets typically cover the event?

For remarks and press (if applicable), please check all that apply:

- ☐ **Yes. Podium available**
- ☐ **Yes. Microphone available**

Will you be advertising or streaming the event live or taped on any social media outlets? If yes, how?

No.

Logistics/Other

Please supply all pertinent background information for the event (draft agendas, existing websites, confirmed and invited speaker, if this is an annual event, can you share last year agenda etc.): N/A

What is the attire of the event (business, casual)?

If the Secretary is not able to attend, is a surrogate desired? If yes, who specifically?

If not this semester, next semester (May 21-August 10)

Any additional notes or information?

We're very flexible with the schedule and would be honored to have the Secretary speak to the intern class either us meeting him somewhere or having him at Heritage.